



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5100.13
15B

03 SEP 2003

DEPOT ORDER 5100.13

From: Commanding General
To: Distribution List

Subj: MARINE CORPS OFF-DUTY AND RECREATION SAFETY PROGRAM

Ref: (a) MCO 5100.29
(b) MCO 5100.30A
(c) MCO 5102.1A
(d) MCO P1000.10
(e) MCO P1700.27A
(f) MCO P1700.29
(g) MCO P5100.8F

Encl: (1) Indoor facilities/auto, RV and boat shops
(2) Fitness center, gymnasium and racquetball courts
(3) Marina/Boat rentals
(4) Recreation and off-duty safety checklist for recreation facilities
MCCS, San Diego

1. Situation. This Depot Order promulgates Marine Corps policy and establishes procedures to minimize the probability of mishaps occurring while participating in recreational activities during off-duty hours. The order covers the prevention of mishaps during various recreational activities by Marine Corps personnel or other authorized users. In addition, this Order provides guidance for safety oversight of Marine Corps Community Services (MCCS) Programs.

2. Mission. Marine Corps personnel routinely engage in leisure-time activities that carry inherent risk. The probability of injury from participation in such activities can be greatly reduced by education, training, and taking specific measures to ensure that depot recreation facilities and programs are as safe as possible. Relevant commanders at all levels are responsible for ensuring that recreational program risks have been minimized to the greatest extent feasible as specified in references (a) through (g), and enclosures (1) through (4).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is applicable to all departments, branches, sections, and individuals responsible for the oversight, administration, or conduct of off-duty and recreational activities. It is also applicable to children, youth and teen programs. This order will meet the requirements of references (a) through (g) as applicable.

(b) Unit commanders/OIC's will implement this order including the requirements of references (a) through (g) as applicable.

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(c) All Marines will be encouraged to use risk management techniques for all off-duty activities.

(2) Concept of Operations

(a) Inspect and evaluate all activities and facilities to provide the greatest degree of inherent safety.

(b) Assess the hazards and risks presented by the activity or facility, identify and implement controls to minimize risks.

(c) Ensure safety requirements are embedded in the operating procedures, and training includes the controls to minimize mishaps or to halt the activity or operation when unsafe conditions exist.

(d) Provide training opportunities for patrons and employees that are conducted in accordance with an approved curriculum. Include basic safety training for recreational activities identified as potentially hazardous. Additionally, include basic safety training for equipment and tools utilized in conjunction with recreational and off-duty activities.

b. Subordinate Element Missions

(1) Depot Safety Manager

(a) Is responsible for implementing the prescribed safety standards and will incorporate the Off-Duty and Recreation Safety Program requirements into existing activities, programs, and facilities SOP's.

(b) Ensure safety and health inspections of recreational activities, to include facilities and equipment are conducted in accordance with the Off-Duty and Recreation Checklist provided as enclosure (4). A report of inspection results will be prepared upon completion.

(c) Ensure MCCS personnel review safety and health inspection reports, and that appropriate written responses are returned to the Safety Office within 30 days.

(d) Ensure a final written inspection report is provided to the AC/S, MCCS within 15 days following the 30-day review period. Follow-up inspections will be conducted by the Safety Office to verify that deficiencies have been corrected, and actions taken are documented.

(e) Ensure Risk Assessment Codes (RAC) are assigned for all safety deficiencies. Furthermore, the Safety Office will ensure that deficiencies with a RAC of 1, 2, or 3, not permanently corrected within 30 days will be entered in the Hazard Abatement Log. A notice of unsafe/unhealthful working conditions (NAVMC 11400, OSH Deficiency Notice) will then be posted in the affected facility to warning of the hazard(s).

(f) The annual inspection will include a review of facility incident logs. The Safety Office will ensure that assistance is provided to facility managers through out the year in developing countermeasures.

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(g) The annual inspection will also include a review of activity training records. The Safety Office will ensure that assistance is provided to activity managers seeking to train employees for the purpose of enhancing safety.

(2) AC/S, M CCS

(a) Is responsible for implementation and maintenance of the Recreation and Off-Duty Safety Program as outlined in this Order, and as it pertains to all components of M CCS providing or supporting recreation and off-duty opportunities for Marines, their dependents, and all other eligible program participants.

(b) Ensure that all M CCS activities establish and maintain a daily incident log that includes documentation of all mishaps involving M CCS patrons or employees, work order items, and repairs related to facility safety.

(c) Ensure the development and maintenance of a written emergency plan that includes medical, fire and evacuation emergencies of the Recreation Center, Fitness Center, Boathouse Marina, Library, and all other patron areas. The plan will include, at a minimum, emergency phone numbers, delegation of individual responsibilities during an emergency, and a tentative Plan Of Action (POA) for all emergency scenarios that could reasonably be anticipated.

(d) Ensure satisfactory participation of all M CCS activities in recreation and off-duty safety inspections, including the timely resolution of all findings of deficiency.

(e) Ensure the participation of M CCS in regular and special Safety Council Meetings. The Maintenance Director/Deputy, and Recreation Director/Deputy will represent M CCS at all meetings of the Safety Council.

(3) Recreation Managers, M CCS

(a) M CCS Recreation Facility and Program Managers are responsible for implementing the Recreation and Off-Duty Safety Program in accordance with enclosures (1) through (4).

(b) Recreation Managers will provide recreational and athletic safety information to Depot sections and individual patrons. Safety information and requirements will be posted in appropriate locations through out each facility.

(c) In accordance with M CCS policy, each Recreation Manager will develop and publish the minimum safety requirements for use of the facility and/or the use of equipment available there.

(d) The Recreation Manager will provide safety training for patrons, as appropriate, and maintain records of such training documenting, at a minimum the preceding 5-year period of operations.

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(4) CO's, OIC's, Civilian Supervisors

(a) Ensure compliance with the spirit and intent of this Order to the maximum extent possible.

(b) Establish and maintain familiarity with this Order, and submit all recommendations for program improvement via the appropriate chain of command to the Manager, Depot Safety Office.

c. Coordinating Instructions

(1) The Depot Safety Office, and MCCS will budget and allow adequate staff time and operational funds to administer this program.

(2) High-risk activities as outlined in reference (f), paragraph 5003, will require the development of and SOP that addresses the high risk, and identifies controls to be implemented for that activity.

(3) Records will be maintained in accordance with references (c) and (h).

4. Administration and Logistics


a. Unit safety programs will be maintained by the collateral duty safety designee. Unit Commanders will ensure that adequate staff and budget is provided to conduct this program.

b. This program will meet the minimum requirements of the Marine Corps Off-Duty and Recreation Safety Program.

5. Command and Signal

a. Signal. This order is effective on the date signed. Prior to implementation of this policy, where applicable, activities must discharge their labor relations obligations.

b. Command. This order is applicable to the MCRD and WRR.


T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

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INDOOR FACILITIES/AUTO, RV, AND BOAT REPAIR SHOPS

1. Requirements and recommendations specified in this section will be incorporated into all MCCA operations to ensure an effectively functioning MCCA Safety Program.
2. Staff members will provide qualification training for patrons to safely operate power tools and equipment, welding, and spray painting equipment. Qualifications will be noted and evaluated. Qualification training will emphasize proper use of equipment, safety precautions, and personal protective equipment (PPE).
3. Patrons will be provided with PPE specified by the Depot Safety Office, or will be required to provide personal PPE as condition of participation. Signs will be placed on or adjacent to each piece of equipment, or area, where the wearing of PPE is required. The proper posting of signage, proper use of PPE, and enforcement of these provisions will be the responsibility of the activity manager.
4. When using equipment or conducting operations designated as noise hazardous by Industrial Hygiene personnel, the activity manager will ensure that patrons and employees of that activity wear hearing protection appropriate for the situation.
5. A daily walk-through of all MCCA indoor facilities will be conducted by the activity manager, or designated assistant. The MCCA Safety Representative (Maintenance Director) will conduct quarterly walk-through inspections of all MCCA indoor facilities, including workshops and hobby shops. The MCCA Safety Representative will seek the advice and consultation of the Depot Safety Office for deficiencies that are not readily correctable. Depot Safety Office personnel, and the MCCA Safety Representative will conduct annual inspections jointly,
6. Material Safety Data Sheets (MSDS) will be made available to all employees and patrons of MCCA facilities. The MSDS file must be kept in a conspicuous location, and must accurately reflect the hazardous materials that patrons or employees may encounter.
 - a. Specific safety requirements for the operation of the Depot Auto Hobby Shop, Camping & RV Repair Shop, and the Boathouse Repair Shop are listed below:
7. Eye protection will be worn whenever patrons or employees are working under vehicles, trailers, or boats.
8. Shop floors will slope toward drains equipped with oil separators.
9. Grease, oil, water and other liquids spilled on the floor will be cleaned immediately to prevent slipping hazards.
10. Oily rags must be placed in a self-closing metal container labeled "Oily Rags Only".

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11. Instructions regarding the handling of hazardous materials or hazardous waste will be posted in all shop areas.
12. All areas where welding is conducted will be approved by Depot Fire Department and Depot Safety personnel.
13. Aisles and walkways will be kept clear of parts, tools, equipment and other trip hazards.
14. Tools will be inspected by a shop employee prior to being used to patrons. Tools will be free of cracks, worn parts, broken or rounded tips, chips, mushroomed or loose heads and broken handles.
15. Likewise, electrical and compressed air tools will be inspected for cracks, frays in electrical cords, and overall safe condition prior to issue to patrons or use by MCCA personnel.
16. Operation of electric and hydraulic lifts is limited to facility employees.
17. Tailpipe or outboard motor exhaust systems must be used when vehicles are running in the shop. At no time will work be permitted in the shop with the vehicle running and the tailpipe exhaust system not in operation.
18. When performing brake and clutch work, asbestos hazards will be mitigated as follows: Asbestos-bearing parts are to be wet down and wiped with a cloth, which will then be placed in an impermeable container labeled DANGER, CONTAINS ASBESTOS FIBERS.
19. Solvents and epoxies utilized in boat repairs are to be used in well-ventilated area only. Appropriate PPE includes goggles, gloves, respirator and apron.

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FITNESS CENTER, GYMNASIUM AND RECQUETBALL COURTS

1. Weight rooms will have safety procedures established and posted in conspicuous locations throughout the Fitness Center.
2. Locker and shower rooms will be kept clean, neat, and free of electrical or trip hazards. Floor surfaces in, and immediately outside, shower rooms will be made of non-slip or abrasive material. Shower water will be set to a maximum temperature of 100 degrees Fahrenheit.
3. Racquetball and basketball courts will be free of obstructions, including nearby out-of-bound areas. Court floors will have a smooth finish and be free of splinters and slippery substances. All court lights will be adequately shielded to prevent breakage of glass bulbs.
4. A minimum clearance of three feet will be maintained between basketball court side and end lines, and the nearest fixed object. Walls within three feet of side and end lines will be padded to a height of six feet from the court surface.
5. Racquetball protective eyewear will be worn at all times when utilizing Depot Courts. This requirement will be conspicuously posted throughout the Facility.
6. Racquetball rackets will be quipped with wrapped handles and wrist straps. This requirement will also be posted throughout the facility.
7. Sauna temperatures will not exceed 120 degrees Fahrenheit, and must be checked regularly by employees. Thermostatic control devices will only be accessible to Fitness Center Staff.
8. Signs will be posted listing rules for sauna operation and use, including an emergency alarm with posted directions to follow in case of an emergency.
9. In the interest of Safety, the following Fitness Center age restrictions will apply: Children 12 years of age and under may not utilize the facility. Eligible youth between the ages of 13 and 16 (inclusive) will be accompanied by an adult.

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MARINA/BOAT RENTALS

1. Boathouse staff members will provide patrons renting MCCA boats qualification training. Such training will include basic rule of the road, safe operating procedures, equipment orientation and emergency procedures MCCA use in traffic safety program.
2. A record will be kept by the Boathouse Manager of all patrons qualified to rent motorboats or sailboats. Patrons will be issued a qualification card upon completion of training, which they will be required to show when they return to rent a boat. No unqualified patron will be allowed to operate MCCA rental boats.
3. The Boathouse Manager will be responsible for ensuring that boats and related rigging are safe and in good working order prior to every rental.
4. U. S. Coast Guard approved Personal Flotation Devices (PFD'S) will be worn while operating the following MCCA watercraft: Canoes, Kayaks, paddleboats, Sailboats under 18 feet in length, and Sailboards. PFD's will be on board and readily available on MCCA motorboats. Non-swimmers and children 12 years of age and under must wear a PFD at all times while aboard MCCA boats, regardless of vessel type.
5. PFD's will be free of rips, tears, or any other unserviceable condition. The Boathouse Manager will ensure that attendants receiving returning gear at day's end conduct a daily inspection of PFD condition.
6. A load capacity plate with occupancy limits (total weight, number of persons, and motor horsepower) will be posted in each boat.
7. Attendants will ensure that the maximum capacity of rented vessels is not exceeded, and are authorized to ban coolers and excessive equipment loads as a condition of vessel rental.
8. The Boathouse Manager and attendants will monitor marine weather forecasts, and will suspend boat rentals in the event of inclement weather.
9. All boats will be equipped with a sound signaling device such as a horn or whistle.
10. Boaters will file a float plan stating destination (s) and route (s), and anticipated time of return.
11. Alcohol may not be transported or consumed in MCCA rental boats.
12. Any and all glass containers are prohibited in MCCA rental boats.
13. The Boathouse Manager will conduct weekly inspections of piers, docks, ramps, and related electrical systems to spot and correct any unsafe condition. All walking surfaces will be free of protruding nails, screws, and splinters. All inclined surfaces will be coated with non-skid applications to prevent slip and fall accidents. Adequate night lighting will be maintained on all decks.

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14. At least one U.S. Coast Guard approved life ring will be available on each pier or dock. Each life ring will have 60 feet of 3/8-inch diameter rope firmly attached. On docks more than 200 feet in length, one life ring will be located every 200 feet.
15. Fire extinguishers listed for Class A, B, and C fires will be installed at each end of a pier and bulkhead that exceeds 25 feet in length. No more than 50 feet will separate extinguishers.
16. The Boathouse Manager will post in a prominent location a list of safe operating procedures for Marina tenants. This list will include, but not be limited to, fueling prohibitions, no-smoking areas, rules for charcoal grill cooking, trash disposal, used oil and battery disposal, instructions for turning in a fire alarm, and location of fire extinguishers.
17. The Boathouse Manager will ensure that a daily walk-through inspection be conducted to document the condition of tenant mooring lines, electrical hookups, bilge pump activity, and overall vessel condition. A log will be maintained noting conditions requiring resolution by boat owners, together with a call record of attempts to notify the tenant.
18. The Boathouse Manager is responsible for controlling and reporting unsafe boating practices in and near the Marina. The Boathouse Manager will revoke the qualification cards of rental boat operators who fail to abide by the rules of safe boating. Unsafe operation of privately owned vessels will be reported to the Military Police, or San Diego Harbor Police, as appropriate, and a record made of the incident for submission to the office of the Recreation Director.

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RECREATION AND OFF-DUTY SAFETY CHECKLIST FOR RECREATION FACILITIES,
MCCS, SAN DIEGO

ATHLETICS PROGRAMS SECTION

1. Are portable and stationary bleachers at all Depot playing fields inspected every two years by a professional engineer or registered architect?

Ref: NFPA STD 102, 4-10

2. Are playing fields marked with non-caustic materials?

Ref: Military Handbook 1037/3

4. Are softball bats provided with handgrips of non-slip material?
5. Are player's shoes and cleats made of rubber material only?
6. Are breakaway or safety bases in place on the Depot's two softball diamonds?
7. Are outfield-warning tracks in place on both fields?
8. Are playing field surfaces kept relatively flat and smooth and free of holes, ridges, stones, broken glass and other debris?
9. Are obstructions (i.e. goalposts, light poles, guy-wires, fence posts) marked and padded to prevent injury to participants?
10. Is the backstop a minimum of 25 feet from home plate?
11. Are fences in good repair and free of sharp edges?
12. For softball fields, are bleachers placed behind backstops or sideline fences at least 8 feet high to protect spectators from balls?
13. Prior to games do game officials inspect fields for safe playing conditions?
14. Are coaches' clinics sponsored for all league play?

Ref: Military Handbook 1037/3, Sports Rulebooks, and Accepted Safety Practice

15. Skating and Skateboard Activities:

a. Does Recreation staff supervise, or routinely monitor the Depot Skateboard Park when in use?

b. Are measures in place to ensure that Skateboard Park users wear required Personal Protective Equipment (PPE)?

c. Does MCCS provide PPE for Marines participating in In-Line or Ice Hockey Leagues?

Ref: MCO 5100.30A

ENCLOSURE (4)

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AUTO HOBBY SHOP

1. Are hazardous activities (spray painting, welding, battery work) conducted in approved areas?

Ref: 29CFR 1910.107
NFPA STD 88B, 3-4.2.1 and 3-4.3.1
NFPA STD 70, 511-8

2. Are explosion-proof electrical equipment and fixtures used in paint and battery-charging areas?

Ref: 29 CFR 1910.307(b)
NFPA STD 70, 501-9

3. Is welding done only by trained personnel?

Ref: 29CFR 1910.307(b)
ANSI Z49.1-1988

4. Have housekeeping procedures been developed and implemented to prevent accumulation of slippery substances such as oil and grease on the floor?

Ref: NFPA STD 88B, 3-6.3

5. Is combustible rubbish placed in covered metal receptacles until removed daily to a safe place for disposal?

Ref: NFPA STD 88B, 3-6.6

6. Are metal receptacles with self-closing covers provided for the storage or disposal of oil-soaked waste or cloths?

Ref: NFPA STD 88B, 3-6.5

7. Is protective equipment readily available, serviceable, and its use enforced?

Ref: 29 CFR 1910.132(a)

8. Is shop machinery adequately guarded?

Ref: 29 CFR 1910.212(a)

9. Are grinding wheels appropriately guarded with work rest no more than 1/8 inch from wheel and tongue guard ¼ inch from wheel?

Ref: 29 CFR 1910.215(a) (4) and (b) (9)

10. Are tools in good condition?

Ref: 29 CFR 1910.242(a)

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11. Is maintenance performed only after the vehicle is supported by approved axle/frame support stands?

Ref: ANSI/ASME PALD-1993

12. Is the rated load legible marked on all jacks and service stands?

Ref: 29 CFR 1910.244(a)

13. Are Auto Hobby Shop patrons trained in the safe use and operation of all lifts?

Ref: ANSI/ALI B153.1-1990

14. Are lifting procedures posted?

Ref: Accepted Safety Practice

15. Are transmission jacks equipped with a leveling device to prevent the transmission from rolling, leaning, or falling off?

Ref: ANSI/ASME PALD-1990

16. Has the facility manager established a periodic inspection procedure to ensure safe operation of the lift?

Ref: ANSI/ALI B153.1-1990

17. When compressed air is used for cleaning, is it reduced to less than 30 P.S.I.?

Ref: 29 CFR 1910.242(b)

18. Are suitable measures taken to control asbestos hazards when working on brakes?

Ref: 29 CFR 1910.1001(f)(3)(i)

19. Are all portable lighting equipment surfaces that might come in contact with battery terminals, wiring terminals, or other objects made of nonconductive material or effectively protected with insulation?

Ref: NFPA STD 70, 511-3(f)

20. Eye Wash Stations:

- a. Are eye wash stations available and functioning?
- b. Are plumbed eye wash stations tested weekly?
- c. Is there documentation for testing of eye wash stations?
- d. Are protective covers/caps maintained in place?

Ref: ANSI Z358.1-1990

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21. Dip Tanks:

- a. Are dip tanks equipped with fusible links?
- b. Are dip tank covers kept closed when not in operation?
- c. Are no smoking signs conspicuously posted in the vicinity of dip tanks?
- d. Are tools used for dip cleaning made of non-sparking materials?
- e. Are dip tank solvents limited to flash points above 100 degrees F?

Ref: NFPA STDD 34, 7-5/7/8/ and 8-4/4.3

22. Electrical:

- a. Are unused openings in electrical conduit and boxes properly closed?
- b. Does each outlet box have an undamaged cover, faceplate, or fixture canopy?
- c. Are circuit breakers legibly marked to indicate their purpose?
- d. Are live electrical parts guarded against accidental contact?
- e. Are electrical cords used on power tools, lights, and as extensions, in safe operating condition?
- f. Is electrical machinery effectively grounded?
- g. Are Auto Hobby Shop patrons who utilize AC outlets for power tools, etc., protected with ground fault circuit interrupters?

Ref: NFPA STD 70, 110-12/17/22/25 and 250-45

BOATHOUSE AND MARINA

1. Are procedures in place to ensure that rental boats are not overloaded with passengers and cargo beyond the load capacity limits posted in each boat?

Ref: 33 CFR 183.23 and Accepted Safety Practice

2. Personal Flotation devices (Life Jackets):

- a. Is a Coast Guard approved Type I or II personal flotation device provided for each occupant of rented watercraft?
- b. Are personal floatation devices free of rips and tears, and do all belts and fasteners work properly?
- c. Are wearing instructions and assistance routinely provided to patrons at time of checkout?

Ref: 33 CFR 175.15/21(a)

3. Does the facility manager provide instructional or briefing on boat operation, rules of the road, local conditions and safety procedures prior to renting a boat?

Ref: Accepted Safety Practice

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4. Does the facility manager require a pre-requisite qualification by way of written test or demonstration of boating skill prior to boat rental?

Ref: Accepted Safety Practice

5. Are procedures in place to deal with rental boats and occupants that fail to return at the appointed time and are missing at sea?

Ref: USGC, Accepted Safety Practice

6. Are rental boats provided with a whistle or other noise-making device?

Ref: 33 United States Code 2033

7. Is adequate lighting provided on piers and docks?

Ref: NFPA STD 303, 5-1.3

8. Are fire extinguishers listed for Class A, B, and C fires installed at each end of a pier and bulkhead that exceeds 25 feet in length and on piers exceeding 50 feet in length, so that not more than 50 feet separates extinguishers?

Ref: NFPA STD 303, 4-3.2.1

9. Does the marina manager maintain signage in prominent locations, or provide to boat owners a list of safe operating procedures containing such information as:

- a. Where hibachis or portable charcoal cooking equipment can be used safely?
- b. Proper procedures and locations for disposal of trash and hazardous wastes?
- c. Procedures to follow when turning in a fire alarm?
- d. Warning against fueling and handling of fuel in the marina?

Ref: NFPA STD 303, 6-1.4

10. Marina Electrical Systems

- a. Are unused openings in electrical conduit and boxes properly closed?
- b. Does each outlet box have an undamaged cover, faceplate, or fixture canopy?
- c. Are dock electrical system circuit breakers legibly marked to indicate the purpose of each switch?
- d. Are all power outlets on the dock equipped with ground fault circuit interrupters?
- e. Does the marina manager conduct an annual check of stray current in the waters around the docks and piers?
- f. Does the marina manager conduct weekly safety inspections of tenant Boater's electrical hookups, including the condition of privately owned power cords?

Ref: NFPA STD 70, 110-12/17/22 and 370-25

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11. Are walking surfaces on piers and docks free of protruding nails, splinters, holes, or loose boards?

Ref: Guide for the Safe operation and Maintenance of Marinas, National Water Safety Congress 1988, 14.2

12. Life Rings

a. Does the marina manager maintain at least one vessel dedicated entirely to patron safety?

b. Are all safety boat systems in good working order?

c. Is there a current First Aid Kit aboard?

d. Are marina employees trained in safety boat operation, including towing of disabled rental vessels?

e. Are pyrotechnic signaling device kept aboard, and are shelf-life dates current?

Ref: Accepted Safety Practice, and 33 CFR 175.110 (a) and (b)

BOWLING AND RECREATION CENTER

1. Are food and beverages kept behind the bowler's settee area?

Ref: American Bowling Congress (ABC)

2. Is the settee floor area and the approach kept free of spills and other foreign substances?

Ref: ABC

3. Are bowling shoes always worn?

4. Does the bowling manager require that bowling balls be placed on the ball return and not on the settee or adjacent counter surfaces?

5. Are bowlers instructed to wait until the ball has stopped rolling in the return before attempting to pick it up?

6. Does the Recreation Center Manager restrict, or ban altogether, glass containers in the bowling area, theatre, and arcade room?

Ref: Accepted Safety Practice

7. Recreation Center Bar:

a. Is food available in the Recreation Center for patrons who are consuming alcohol?

b. Are suitable non-alcoholic beverages offered in the Recreation Center addition to alcohol?

c. Have all Recreation Center personnel received alcohol intervention training?

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d. Are measures in place to ensure that alcoholic beverages will not be served or sold to Marines or guests in violation of the rules of the State of California?

Ref: MCO P-1000.10
MCO P-5100.30A

CAMPING GEAR AND RV ISSUE

1. Safety of Recreational Vehicles for Rent (Motorized and Towed)

- a. Is one smoke detector installed in each travel trailer or motor home that has a sleeping area separated from the living and cooking area by a door?
- b. Is a permanent label installed in a visible location on or within 24 inches of the smoke detector with the following text in contrasting letters 1/8 inch high (Warning Test Smoke Detector Operation After Vehicle Has Been In Storage, Before Each Trip and at Least Once Per Week During Use)?
- c. Are RV's equipped with an internal combustion engine or designed with features to accommodate future installation of an internal combustion engine equipped with a listed carbon monoxide detector installed in accordance with its listing?

Ref: NFPA STD 501C

2. Do all operating lights on each travel trailer and motor home work properly (i.e. no broken taillight lenses, loose or broken wires, etc)?

Ref: Federal Motor Vehicle Safety Standard #108

3. Is a permanent label or tag affixed to rental camp stoves warning the user that the unit consumes oxygen and must have proper ventilation to operate?

4. Are camp stoves and lanterns in good operating order (i.e. no broken/damaged hoses, piping, valves, or globe)?

Ref: ANSI Z21.72-1982, 1.15.5

5. Is one 5B:C fire extinguisher installed in each travel trailer or motor home that is equipped with fuel-burning equipment, and is the fire extinguisher located as near as practical to the primary means of egress?

Ref: NFPA 501C, 3-4.1

6. Does the Camping Manager require user orientations to educate patrons renting travel trailers or other complex or potentially dangerous equipment?

Ref: Accepted Safety Practice

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GYMNASIUM/FITNESS CENTER

1. Are basketball and racquetball court lights adequately protected from breakage?

2. Are side and bottom edges of basketball backboards padded?

Ref: COMNAVMED P-5010-2, 2-55

3. Are racquetball and basketball courts free of obstructions on their surfaces, around their edges, and overhead?

4. Do court floors have a smooth finish and are they free of splinters and slippery substances?

5. Is a minimum clearance of 3 feet beyond basketball sidelines and end lines maintained?

Ref: NCAA STDS

6. Are notices mandating use of racquetball eye protection conspicuously posted and enforced?

7. Is racquetball eye protection equipped with polycarbonate lenses that protect the front as well as the sides of the eyes?

8. Are racquetball rackets equipped with wrist straps and wrapped handles?

Ref: American Amateur Racquetball Association

9. Are Fitness Center locker and shower rooms kept neat, clean and free of slipping or tripping hazards?

10. Are floor surfaces in and immediately outside shower rooms made of non-slip or abrasive material to permit good footing?

11. Are shower valves set to maximum temperature of 100 degrees Fahrenheit?

Ref: COMNAVMED P-5100-4

12. Are shower-room light fixtures suitable for damp locations?

Ref: NFPA STD 70, 410-4(a)

13. Is weight room equipment inspected daily for frayed cables, missing bolts, loose connectors, and overall safe operation?

14. Are weights properly stored when not in use?

15. Are collars or clamps used for free weights?

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16. Are procedures and policies in place to limit or prohibit use of the weight room by children?

Ref: NAVMC 2781

17. Are Fitness Center circuit breakers legibly marked to indicate its purpose?

18. Do all electrical receptacles located in the locker and shower area have GFCI protection?

Ref: NFPA 70 STD, 110-22 & 17

19. Are sauna baths maintained at a temperature of not more than 200 degrees Fahrenheit and steam rooms at 120 degrees Fahrenheit?

20. Can patrons see a clock so they comply with time-occupancy requirements?

21. Is an instruction sign posted outside each sauna bath and steam room to inform patrons of the facility's proper use?

Ref: COMNAVMED P-5010-2, 2-80

22. Does the Fitness Center staff periodically verify the health of patrons and temperature readings on a regular schedule; e.g., hourly?

23. Are emergency alarms installed for patrons to signal if help is needed?

24. Do instructions for closing the Fitness Center include the inspection and shut-off of electrical and steam heaters?

Ref: Accepted Safety Practice

PAINTBALL COURT

1. Are mandatory requirements for eye and face protection conspicuously posted and enforced?

2. Are projectiles from patrons' paintball markers completely contained within the Paintball Court, thus protecting non-participants outside the playing court from possible injury?

3. Are paintball games supervised by a trained staff person?

4. Are paintball markers and wearable safety equipment routinely inspected for damage and serviceability?

Ref: Accepted Safety Practice

ENCLOSURE (4)

03 SEP 2003

PICNIC AREAS AND PLAYGROUNDS

1. Is the playground free of stones, drop-offs, holes, stumps, animal wastes, etc.?

Ref: MCO 1710.30C, 19.8.6

1. Do bolts, screws and edges have rounded surfaces?

Ref: MCO 1710.30C, 19.11.3

2. Is equipment properly installed and maintained?

Ref: MCO 1710.30C, 19.12.2

4. Is playground equipment free of hazardous moving parts, openings or angles that can trap fingers, hands, feet or heads?

Ref: MCO 1710.30C, 19.11.8

5. Is playground equipment placed on 8 to 10 inches of resilient, impact absorbing material?

6. Are end of "S" hooks pinched closed?

7. Are openings in any play structure smaller than 3.5 inches or larger than 9 inches?

Ref: Consumer Product Safety Commission Handbook for Public Playground Safety

8. Are durable, waterproof and rodent proof refuse containers provided in picnic areas?

9. Are these containers provided with fly-tight lids and positioned within 150 feet of each picnic area?

10. Are barbeque grills cleaned frequently with a coarse-bristle wire brush and ashes removed?

11. Are picnic areas inspected daily for hazards that could cause injuries; e.g., broken glass, spills on concrete slabs, splintered picnic benches, etc.?

NRPA, Picnic and Camping Area Hygiene Handbook

ENCLOSURE (4)